sample letter   June 23, 2006

Mr. Hobart M. Henson
Chief, International Programs Division
Federal Law Enforcement Training Center
1131 Chapel Crossing Road
TH387C, IPD
Glynco, Georgia 31524

Dear Chief:

Our office has been requested to provide a letter of recommendation for the below listed individual to attend training at the Federal Law Enforcement Training Center (FLETC).

Mr./Ms. **(applicant's name)** of **(list applicant's agency)** would like to participate in the Training Program **(list the name and course number)**, from **(month day year)** to **(month day, year). (If they have alternate dates listed include this statement)** In the event their first choice of dates are not available please consider their request for alternate dates within the FLETC training year.

We have conducted checks and the following information has been verified concerning the applicant:

1.   Last name, First name, MI
2.   Is a sworn Law Enforcement Officer **(if not, then list the name of the law enforcement agency applicant is affiliated with)**
3.   Applicant is 85% proficient in English (oral communication, written communication and reading comprehension).
4.   Applicant poses no health risk to the United States
5.   Applicant poses no security risk to the United States
6.   **(If this official letter does not come from the closest US Embassy where the applicant works then add the following statement.)** The Regional Security Officer, at the U.S. Embassy, **(list name, address, telephone number – include country code, and email address)** is fully aware of this applicant and their request for training at the FLETC.
7.   The attendance of this applicant will be a benefit to the US Government because **(list the benefits)**
8.   All costs associated with this course to include travel will be funded by the **(name of payee)**. Detailed billing information has been included in the Non-US Citizen Registration Request, which is attached.

If you have any questions please contact, me at **(please list telephone number, email address and mailing address).**

                                        Respectfully,

                                        Type name
                                        Type title